

The Local Offer

Name of Setting: Nanpantan Nursery School

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Name of person to contact: Diane Britchford

My child has SEND. I would like to look around. What do I need to do?

Nanpantan Nursery School is a long established charity whose aim is to enhance the development and education of children aged 2 years 6 months to five years of age in a safe, secure and stimulating environment. We provide specialist support to children with additional needs. If you would like to arrange a visit please contact our Registrar on 01509 239203.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

Before starting at Nanpantan Nursery you and your child will be invited for a visit and informal chat. This time is used to allow you to find out all about us and for us to find out more about you and your child, answering any questions you may have. At this stage, if your child has already been identified as having special educational needs and/or disabilities (SEND) we will discuss this with you and how we can best provide for your child at our setting, taking advice and working with any other professionals already involved. Each child is assigned a key worker when starting at Nanpantan Nursery. Their role is to develop a positive relationship with you and your child, as well as being responsible for your child's needs and development. They will regularly observe, assess and evaluate your child's progress using the Early Years Foundation Stage (EYFS) Development Matters. If a need is identified they will discuss it with you and plan with you to support your child's learning and development. We send out 'All About Me' forms for you to fill in before your child starts. These inform us of your child's likes and dislikes, interests, strengths, important people in their lives, how they like to be comforted, any specific needs etc. This information helps with the settling in period and to cater for your child's individual needs. We allow a flexible settling in period if necessary, to support you and your child. Parents are always encouraged to stay with their child for as long as it takes for them to feel secure in the setting.

How accessible are your premises?

Nanpantan Nursery is housed in an old Victorian school building. There are steps leading up to the main entrance (no hand rail) and a small step to access the building, unfortunately at this present time there are no ramps. There is one large toilet area suitable for wheelchair access. The main room is large and open plan with easy access to all play areas. There are two secure concreted outdoor areas, one which has an area of safety matting. We can explain the limitations of the building and would make adaptations to existing resources to ensure all children can access them, if necessary.

How will you keep my child safe?

Nanpantan Nursery has policies and procedures in place to ensure children's safety and well-being. These are reviewed and updated annually. All our staff hold a current DBS certificate and have all attended safeguarding training. All staff are friendly and provide good role models for positive behaviour and are consistent in the day-to-day care of all the children. Our outside play areas are secure, locked and gated. Children are signed in and out of the setting and we only release children to a responsible named adult. Notification must be given if a child is to be collected by someone other than a named person. All visitors are required to sign in the 'visitor's book' and provide identification. We risk assess our setting every day, as well as carry out risk assessments for equipment/activities and any outings that take place. All our staff are Paediatric First Aid trained. Healthcare plans can be put into place if required and we can administer medication that has been prescribed by a doctor or healthcare professional with the parent's consent. If your child requires more specialised administering of medication, we would arrange for appropriate training of staff.

How will you communicate with me what my child has done, enjoyed and learnt?

There are opportunities to talk to your child's keyworker informally each day at drop off and pick up time to share information about your child's progress or to discuss a problem. If at any time you wish to make an appointment to discuss your child's progress this can be arranged by talking to your child's keyworker. The SENCo can be present at this meeting if required. We also use a 'Links with Home Book' to allow further communication. Newsletters are sent home every half term and the notice board outside the front door keeps you up to date with what is happening at the Nursery. Each child has a Learning Journey. This contains observations, photos and assessments. You may look at this whenever you wish, take it home, share with your child or contribute to it with your own observations and comments. We hold parent's evenings twice a year to formally discuss your child's progress in line with the ages/stages of development linked to the Early Years Foundation Stage. Any individual learning plans (IEPs) will be regularly reviewed and discussed with parents. If your child has a statement of SEND or an Education, Health and Care plan, an annual review is held according to the guidance in the code of practice. Progress summaries are also written twice a year to inform you of your child's progress. There may be reports from other professionals involved in your child's care. A meeting might be arranged if there is

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a lot of information to be discussed and/or other professionals are involved. How do you work with other professionals? If your child has any particular SEND we will endeavour to provide appropriate support, working closely with parents to ensure your child's needs are being met and progress is being made. We are able to access information, advice and support from a variety of specialist services, with parental consent and we can signpost parents to the appropriate support groups or information. Our Area SENCo is also available for further advice and support if necessary. We welcome and liaise with outside agencies such as Speech and Language Therapists, Physiotherapists, Occupational Therapists, Autism Outreach, Health Visitor and Specialist Teachers as necessary, and work closely with parents to ensure consistency and continuity for your child. Staff are also supported by specialist teachers for children with specific learning difficulties.

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What training have you/your staff had in SEND?

All Nanpantan Nursery staff are qualified within Early Years or are currently studying for qualifications and have experience working with the early years age group. All staff receive on-going training in the early years through in house training, local authority training and training from independent organisations. All staff training records are held on file. All staff are experienced in using visual timetables to support children with social communication difficulties, some staff have experience in Makaton, Speech and Language, Behaviour Management and Autism. The SENCo has also undertaken SEND training and regularly attends SENCo network meetings to keep up to date with current legislation and policies.

How will you adapt play opportunities for my child?

By using ongoing observations and targets linked to the EYFS as well as any additional input from other professionals Nanpantan Nursery is able to plan for individual needs and learning goals. Your child's key worker and the SENCo will work together to make sure that the learning environment, routines and activities support your child's needs. If it is identified your child would benefit from particular equipment or additional support, then Nanpantan Nursery, with parental consent, will apply to local authority to access additional funding to enable us to support your child.

How will you get ready for my child going to his/her new school?

We have close links with most local primary schools. Reception teachers visit us in the summer term in order to meet the children in a familiar environment and to liaise with nursery staff about each child's individual needs. The children are also invited to their new school to visit their new classroom and to meet their reception teacher. Where transition is seen as something that will be difficult, additional transition visits will be set up. Children will also be provided with a transition book with photos of the new school and relevant staff. All relevant documentation, including your child's Learning Journey and progress/transition reports are sent to their new schools. Transition meetings can be arranged if necessary for parents, key workers, SENCo and teachers to share information and discuss any specific needs and how to best support your child.

How will you and I know how my child is doing and how will you help me to support my child's learning?

At Nanpantan Nursery assessment systems are in place for all children such as ongoing observational assessments, 2 year old progress checks, individual progress tracker and early year's speech and language development chart. These are all linked to the EYFS guidelines to establish your child's stage of development and to monitor progress. This helps to identify your child's strengths and areas where progress may be less than expected. After 6 months a Progress Summary report will be written showing progress. Your child's individual progress tracker and child monitoring tool will also be updated. A Progress Summary report will be completed every 6 months until your child leaves to go to school and then a final report will be written called a Transition Progress Summary On entry, your key person will make observations on your child and use this information along with that given by you to complete an Early Assessment Review which gives your child's key worker a starting point of assessment which is recorded on an individual progress tracker. If there are any concerns regarding your child's development, the key worker, SENCo and parents will work closely together to discuss how we can best meet your child's needs and discuss strategies to help us do so. Through planning, observation and assessment we will ensure that the individual needs of your child are met, working closely with you at all times to ensure continuity for your child. If necessary and with parental consent, we can involve other health professionals or outside agencies for their advice or guidance. If your child has been identified as having SEND, parents/carers are invited to attend regular meetings with the key

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person and/or outside agencies to ensure they are kept updated with the progress of their child, and involved in the plans for their child's future development.